



Board of Trustees
Memorandum
September 24, 2020

Item for Board Consideration:

Board to consider an ordinance to allow the Village of Westmont to construct a municipal parking lot on properties located at 25, 29 and 33 North Lincoln Street, Westmont for the following:

- A. A Preliminary Plat of Consolidation to consolidate three lots at 25, 29 and 33 North Lincoln Street located in the R-3 Single Family Detached Residential District;
- B. A Special Use Permit to allow the construction of a publicly-owned parking lot in the R-3 Single Family Detached Residential District to serve adjoining and nearby business districts;
- C. A Preliminary Site and Landscape Plan for the construction of a publicly-owned parking lot in the R-3 Single Family Detached Residential District; and
- D. A Zoning Code Variance to allow parking in the front yard, side yard, and in front of the setback line.
- E. **Waiver request:** A waiver from the Westmont Engineering Standards for stall size is requested.

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1. SUMMARY

SECTION ONE: BACKGROUND

The Village of Westmont is proposing to construct a municipal-parking lot on the properties located at 25, 29, and 33 North Lincoln Street. The proposed parking lot requires multiple platting and zoning approvals, as described in this report. The proposed parking lot will be located on the east side of Lincoln and south of Irving. The lots are zoned R-3 residential and are owned by the Village.

The Village hired Thomas Engineering Group LLC to prepare plans for the proposed municipal parking lot. The Village's goal is to expand the availability of public parking for the downtown, particularly given the possibility that existing municipal parking at 1 North Cass may be eliminated due to proposed development at that site.

Multiple approvals are required, including a plat of consolidation; a special use permit for an accessory parking lot; a site and landscape plan; and one variance. All other codes of the Village of Westmont are required to be adhered to. A waiver from the Westmont Engineering Standards for stall size is requested, from 10'x20' to the proposed 9'x18' and 9.5'x18'. The proposal is consistent with the codes and ordinances reviewed and with the Comprehensive Plan.

Existing Zoning:

R-3 Single Family Detached Residence District. No zoning change is proposed.

Existing Land Use:

Vacant lots.

Proposed Land Use:

Municipal parking lot on three consolidated residential lots for contiguous lots in the B-1 District to the east, for which a variance and Special Use permits have been applied for. The transition use proposed is consistent with the overall goals of the Comprehensive Plan.

Surrounding Zoning--See Attached Zoning Map

- To the North: R-3
- To the South: R-3 immediately to the south, B-1 south of the alley
- To the East: B-1
- To the West: R-3

Surrounding Land Uses

- To the North: An existing surface parking lot, privately owned, that serves a house of worship at the southwest corner of Lincoln and Irving.
- To the South: Existing single family residential homes.
- To the East: Commercial uses, across the alley and fronting onto Cass Avenue.
- To the West: Residential properties and one house of worship, across Lincoln Street.

Comprehensive Plan:

The subject property is part of the Residential Areas Plan in the Comprehensive Plan because it is located within a 10-minute walk from the Westmont Metra station. The subject lot is shown on this “area plan” as a single family detached residential. A Special Use for a parking lot at this location will not preclude future redevelopment of the site as single family detached residential, as the parking lot does not call for a commercial structure to be built on the site. The proposed lot also provides for preservation of any heritage trees that might be found on the site, as well as landscaping and buffering that is compatible with single family residential neighborhoods. This property is suitable for a transitional use to a “prominent commercial development” for an area containing a significant number of local retailers that benefit from the location of the proposed parking lot. The plan calls for increased accessibility on foot or on bicycle from the surrounding neighborhoods. For this reason, pedestrian access to the proposed parking lot, from the alley and sidewalks, is a suitable goal and is supported by the goals outlined in the Comprehensive Plan.

The proposed municipal parking lot is consistent with the goals and objectives of the Comprehensive Plan. Specifically:

- *Sixty (60) percent of the parking is essentially reserved for specific uses as it is privately owned and not available for general public use, only individual businesses. It is generally recommended that a community control at least 50 percent of its parking in a downtown as it allows the municipality to manage allocation, demand fluctuations, pricing, enforcement, and allows shared parking. The study recommends the Village consider increasing the amount of Village-owned parking by acquiring existing private lots for transition to public parking. (Chapter 11, Page No. 138).*
- *Improve the appearance of the surface parking lots along the Village’s commercial corridors with landscaped islands, trees, and perimeter landscaping and screening (Commercial Areas Plan, Page No. 67).*

SECTION TWO: REQUESTED ACTIONS:

1. Plat of Consolidation.

The three existing platted lots must be consolidated into one single lot, to prevent the proposed improvement--a parking lot--from crossing-over lot lines in violation of setback and other requirements. Once the preliminary plat is approved, a final plat will be prepared. (Note: Village of Westmont procedures require the preliminary plat to be reviewed by the Planning and Zoning Commission, but once ready--the final plat will go directly to the Village Board.)

2. Special Use Permit.

Zoning Ordinance Section 6.02(B)(6) states that in the R-3 zoning district, a parking lot such as the one proposed is only allowed as a special use and therefore a special use permit is required. Please refer to Attachment #4 for the standards that must be used when evaluating a proposed special use permit.

In addition to the general requirements that apply to all special use permit requests (See Attachment #4), the zoning code Section 6.02(B)(6) “Special Condition Number 1” specifies the following additional requirements specifically for a parking lot such as the one being proposed:

(1) Such lot must be contiguous to a lot in a business district;

- (2) A dense landscape screen must be provided along all exterior lines adjoining a residence district; and*
- (3) The front yard required in the residence district must be maintained and landscaped with grass, shrubs, and trees.*

The Planning and Zoning Commission should verify to its satisfaction that these requirements have been satisfied.

3. Site and Landscape Plan

The Site and Landscape Plan showing the configuration of the proposed municipal parking lot is attached for your review.

Zoning and Site Plan: Because the proposed parking lot is intended to provide additional public parking in the Village's downtown, there is no 'minimum' amount of parking that is required. The proposed parking lot will create 61 parking stalls in our downtown, including 4 handicap accessible stalls. The Village will install dense landscaping between the parking lot and the existing residence to the south and along the frontage of Lincoln Street. Any remaining front yard required will be maintained and landscaped with grass, shrubs and trees.

Community Development staff and our consultant engineer have reviewed the parking lot lay-out and determined that it meets all but one applicable zoning requirements for parking lots, such as aisle widths, parking stall dimensions, set-backs, etc. The one design feature that does *not* meet Village requirements will require a variance as outlined below.

Signage: No signage is proposed at this time. Any signage will require permits.

Lighting: Photometric plans submitted during the permitting stage need to show "0" lighting at the lot lines. The proposed light fixtures must be consistent with this requirement, and the photometric plans will be verified at permitting.

Access: Proposed access to the new parking lot will be provided from one access point along North Lincoln Street, to the west. There will be no access proposed for automobile traffic from the parking lot to the north at this time, although there will be ready access to the lot from the alley to the east. Pedestrian and bicycle access will also be allowed from the alley for residents who travel on foot or bicycle throughout downtown.

Landscaping: As with all development proposals that are presented to the Planning and Zoning Commission, Community Development staff have had a professional landscape consultant review the proposed landscape plan for compliance with Village landscaping requirements. All required landscaping is provided unless identified below under 'Variances'.

Heritage Trees: A tree survey will be provided along with a tree preservation plan and a Landscape Plan. The Village Forester has reviewed the plans in relation to the Heritage Tree Ordinance.

Stormwater Management: As with all development proposals that are presented to the Planning and Zoning Commission--the Village's engineer has performed a preliminary review of this

proposal for compliance with stormwater management requirements. The parking lot will meet all stormwater management requirements, which means that it will not increase the amount of water that runs off the site. Final stormwater management design and engineering will be completed during permitting if/after the required platting and zoning entitlements are approved.

Variance

One variance is requested:

- A. Yard and set-back variances to allow parking in the front yard, side yard, and in front of the setback line, as described below;

Please refer to Attachment #4 for the standards that must be used when evaluating a proposed Variance.

- A. Yard and set-back variances are requested for the following:

Per Appendix A, Article X, Section 10.06(G):0

In yards. Off-street parking spaces, including vehicles displayed in connection with the operation of a new or used car dealership, open to the sky, may be located in any yard except a front yard, a side yard adjoining a street, or in front of any setback (building) line established by code or recorded plat of subdivision. An exception shall be that in single-family residence districts the parking of vehicles which are otherwise permitted in the district is permitted in the front yard in a private residential driveway.

If granted, this variance will also apply as a variance to Section 6.02(B)(6) related to the Special Use special conditions #3, cited in the Special Use Permit section in this report, specifically:

- (3) The front yard required in the residence district must be maintained and landscaped with grass, shrubs, and trees.*

SECTION THREE: LEGAL

Notification: *Westmont Village codes require variances and special use permits to be advertised with a Class Two Legal Notices and to be considered by the Planning and Zoning Commission at a public hearing. Public notice was provided in the Westmont Suburban Life on August 20, 2020; a public hearing notice sign was placed on the subject property on August 25, 2020; and mailed notices were postmarked on August 28, 2020.*

Other Required Actions: *Village Board action is required for these proposed Ordinance Amendments. After the Planning and Zoning Commission has made a recommendation, the Special Use Permit and Variance requests will be taken to the Village Board of Trustees for review and a final decision on September 24, 2020, subject to any revisions that might be requested by the Planning and Zoning Commission to bring the proposal up to all other Village Codes.*

Code Reference: *Village Code Sections 13.07 and 13.09 specify the requirements to follow for Special Use Permit and Variance requests, respectively. Village Code Appendix B, Article III, Section 3.01 specifies the requirements for preliminary plats.*

EXHIBITS

1. Architectural Plans and Construction Exhibits dated May 11, 2020.
 - a. Site and Landscape Plan Sheets
 - b. Preliminary Plat of Consolidation

2. MAP SERIES



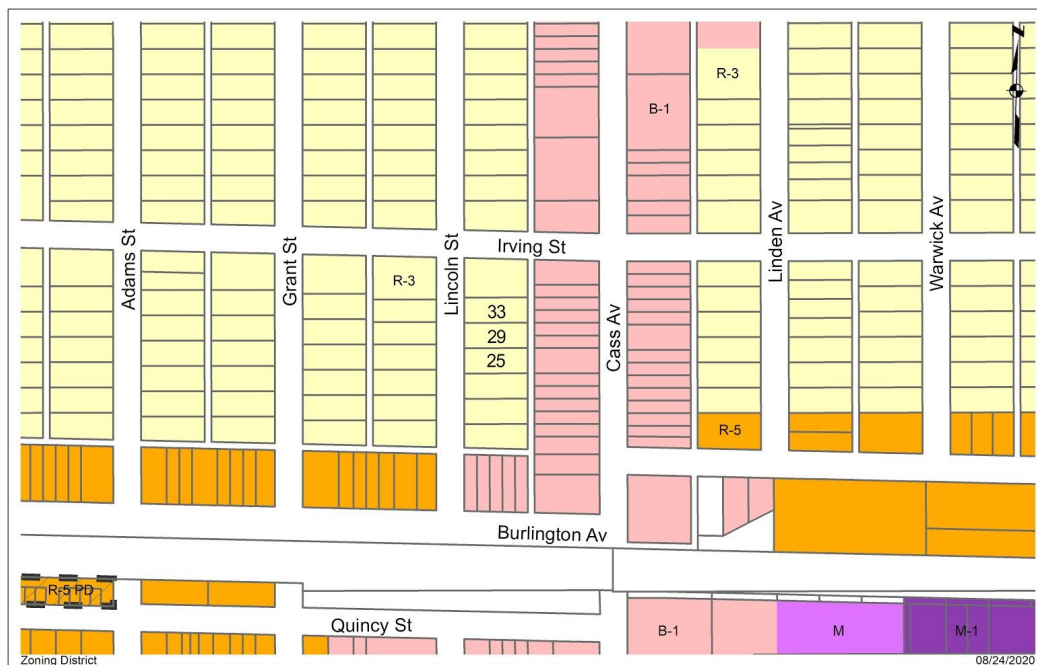
Aerial Image of Subject Properties at 25-33 North Lincoln Street showing the notification area.



The Existing Land Use Map shows 25-33 North Lincoln Street as “Single Family Detached Residential” Designation. The proposed use of an off-site commercial parking lot is compatible with the properties to the North (existing parking lot) and East (commercial properties along North Cass Avenue).



The Proposed Land Use Map (2013) shows the subject properties as single family residential, and commercial designations directly to the east and further south.



The Zoning Map shows the subject property as R-3 Single Family Detached Residence District, and surrounded to the north and south by the same zoning district, but to the east and south by B-1 Limited Business District, consistent with the proposed transitional use.

3. CONCURRENCY SUMMARY REPORT

Project Name: VOW Public Off-Site Parking Lot - PZC Case # 77-2020

Report Date: September 24, 2020

The proposal is generally consistent with the Comprehensive Plan, the Strategic Plan, the Proposed Land Use Plan, and the Codes and Ordinances for the Village of Westmont.

**4. PLANNING COMMISSION FINDINGS OF FACT FOR SPECIAL USE PERMIT AND
VARIANCE REQUESTS FOR PZC CASE NO. 77-2020**

See attached.

5. EXHIBITS FOR ORDINANCE SUPPLEMENTATION